

OMB Contract Review

Contract Name	Community Development Block Grant Program Specific Performance Agreement with Pinellas County Sheriff's Police Athletic League, Inc.				
File #	16-830D	Contract #	CD16PALOPS	Date:	9-12-2016

Mark all Applicable Boxes:

Type of Contract									
CIP		Grant	X	Other		Revenue		Project	

Contract information:

New Contract (Y/N)	Yes	Original Contract Amount	\$30,000
Fund(s)	1009	Amount of Change	
Cost Center(s)	242220	Contract Amount	\$30,000
Program(s)	1331	Amount Available	Total: \$4,962,640 (FY17 Proposed)
Account(s)	5800001	Included in Applicable Budget? (Y/N)	Yes
Fiscal Year(s)	FY17		

Description & Comments

(What is it, any issues found, is there a financial impact to current/next FY, does this contract vary from previous FY, etc.)

The agreement is with Pinellas County Sheriff's Police Athletic League, Inc. The agency's principal office is located at 10750 Ulmerton Road, Largo, FL. The agency will provide recreational programming, youth development, and family services for households in East and Central Lealman Target Areas. The funds will be used for operating expenses, including administrative fees, and staff salaries. The agreement starts October 1, 2016, and ends September 30, 2017.

This allocation can be found in the County's Annual Action Plan for Fiscal Year 2017. The action plan states that the allocation will benefit approximately 90 individuals with a Funding Amount of \$100,383. Fund will be used for operating expenses: program materials, administrative costs and "essential service salaries of 6 part-time Community Engagement/Youth Specialists to coordinate activities for youth participants in after school and weekend programs in the Lealman Target Areas."

Comments:

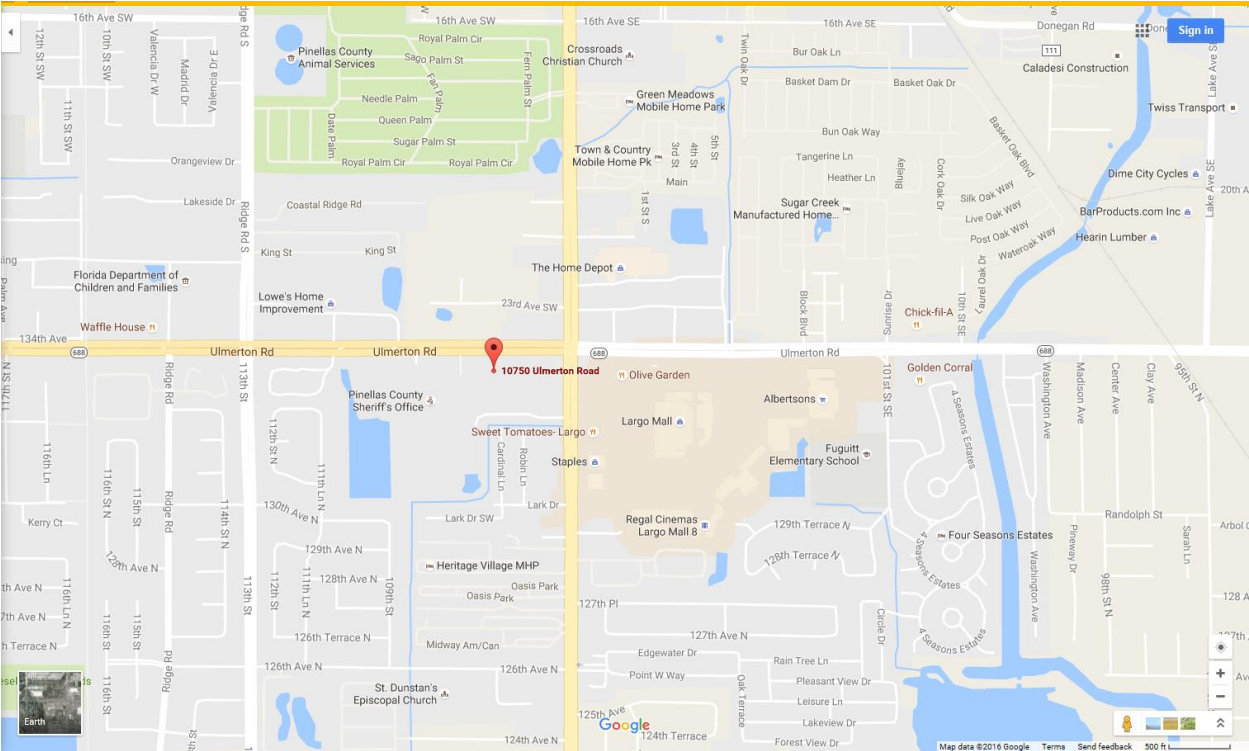
1. The Action Plan does not mention "administration fees" in its description of operating expenses? What are "administration fees" (Page 2, Section, A.1), how are they calculated and why are they considered operating expenses? "Administrative Costs" are defined in the 2CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
2. If the agreement is referring to administrative costs, please make the corrections in the agreement. This analyst highly recommends the percentage allowed to be reimbursed for administrative costs is included in the agreement. The percentage included in the agreement must meet federal guidelines.
3. If the agency receives administrative costs due to the County acting as a pass-through entity, this budget analyst categorizes the agency as a Sub-recipient. The Grants Center of

Excellence's Sub-recipient Risk Assessment questionnaire and the evaluation of the sub-recipient's risk of noncompliance (200 CFR 331(b)) to determine the appropriate monitoring strategy for the agency are required to be completed; and both attached to the project OPUS.

Analyst: Katherine Burbridge

Ok to Sign with Comments:

Map of 10750 Ulmerton Road, Largo, FL



Instructions/Checklist

1. Upon receipt of a contract and notification in County Admin Tracking System (CATS) review the Agenda and Contract for language and accuracy. Make sure there are available funds, the dept is not overextending itself, was it planned, etc.

2. Complete the form above using the contract document and the County accounting & budgeting systems.
3. Use the "Description & Comments" section to give a brief summary of the contract and include your thoughts and pertinent information.
4. Print the form, initial, and leave folder on the Director's desk.
5. Login to CATS and click in the cell next to your name. A date will appear and click on the date you completed your review. Choose save and close the CATS system.